

**Cypress Grove Charter High School for Arts and Sciences**  
**Classroom Teacher**  
**Job Responsibilities, Duties and Accountabilities**

Cypress Grove High School teachers demonstrate a mastery of and enthusiasm for their subject matter as well as the ability to communicate it to students and maintain a program of continual professional growth. They provide an effective and stimulating learning environment that motivates students to learn. Teachers follow the prescribed course of study for the classes to which they are assigned, and can assess their effectiveness in meeting course objectives.

**Responsibilities**

1. Adhere to the school-wide vision and philosophy;
2. Recognize and provide for student needs and individual differences.
3. Utilize a variety of appropriate educational strategies consistent with sound classroom management.
4. Employ a system of grading and student evaluation that serves to motivate each student as well as to provide him/her, parents/guardians and other educational institutions with an accurate appraisal of his/her work.
5. Recognize the school's responsibility to the community and maintain effective relationships with parents/guardians in interpreting the school program.
6. Participate in before and after school, parent and student conferences and other school sponsored activities including, but not limited to, faculty meetings, parent meetings; and student community activities equitably assigned such as Open House, Back to School Night, College Night and School Dances.
7. Participate in volunteer service activities in support of the Charter School and the students such as back-to-school nights, fundraisers, enrollment events, dances and similar School activities.
8. Attend at least one Parent Teacher Organization (PTO) meeting each year.
9. Serve as Class Advisor/Counselor to a designated group of students as defined in the Employee Handbook.

**Functional details**

1. Maintain accurate records appropriate to the teaching assignment and submit promptly required reports such attendance records, student grades, etc.
2. Maintain classroom and school wide standards of etiquette at all times.
3. Insure school-wide communications, such as morning announcements, are communicated effectively and consistently.
4. Utilize assigned preparation periods, planning, department and faculty meetings, and extra help for students, parent conferences and other related activities.
5. Utilize multiple methods of assessment to measure student performance.
6. Develop, analyze, and interpret student data in order to appraise student achievement in terms of performance and other matters bearing on the soundness of the student's education.

7. Prepare and submit all class course descriptions and course outlines (new or revised) within the first (30) thirty days of class instruction. *All CGCHS course descriptions for core classes will meet the California University A-G standards*
8. Integrate the “word for the week” into the daily classroom lesson plans.
9. Infusing art into the curriculum; develop and plan at least one activity each quarter that integrates art in to the lesson and showcase the student’s work.
10. Develop cross-curricular lesson plans and student performance measurements with other departments such as English and Social Science or Math and Science, Art and Music to develop and implement projects, lesson plans and student activities.
11. Participate in the WASC self study process and assist in preparing reports that support the school's accreditation and school wide quality improvement goals.
12. Furnish proficiency/deficiency reports and grades on time and make any recommendations to revise/improve reports to be more useful and efficient.
13. Assist in the preparation and administration of all school wide and state mandated testing.
14. Advise the Director on operational adjustments required to meet educational goals of the school. Meet with the Director to coordinate and prioritize planning.

**Qualifications:**

1. Credential. Employee shall possess at the time of the first paid service, a valid Single Subject California Teaching Credential or other documents issued by the Commission on Teaching Credentialing (including those eligible through the California Interstate Agreement) authorizing him/her to teach/serve.
  - (a) Passing or exemption from the California Basic Educational Skills Test (CBEST);
  - (b) Successfully screened fingerprints as required by California State Law;
  - (c) Clean Tuberculosis test; and
  - (d) Any other testing required for teaching in the State of California.
2. Degree(s) in the subject matter taught at the school or passing or exemption from the California Subject Matter Examinations for Teachers (CSET).
3. Proficiency with basic Microsoft programs (MSOffice); Word, Excel and PowerPoint. Grade quick and Rediker Software.
4. Excellent verbal and written communication skills.
5. Excellent analytical and organizational skills.